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DDA 76-5321

DDA

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DDA Registry

File 04M (ADMAG)

28 October 1976

MEMORANDUM FOR: Chairman, ADMAG

FROM : John F. Blake
Deputy Director for Administration

Bill:

1. I first state that we had what I considered to be a most productive meeting on Tuesday, 26 October 1976. As was mentioned at that meeting, we had a similar session about a year ago in an endeavor to try to accomplish the same thing we did on Tuesday. For reasons which are not completely clear, we were not successful at that time, although I do believe the environment that then existed with our external investigations was not particularly helpful. In any event I think we have now mutually agreed on a proper and constructive course of action and, speaking for myself, I should like to see us work together to pursue it vigorously.

2. There is attached for the study of you and your colleagues a memorandum of 22 October 1976 addressed to all DDA Office Heads which addresses itself to Management by Objectives (MBO) for FY 1977. In only one case is a DCI objective stated as such. The reason for this I partially hit upon at our meeting. While this Directorate submitted to the Office of the Comptroller objectives categorized as DCI, DDA and Office level, the Comptroller did not accept them as such. I believe this will be straightened out at a later date but, in any event, all the listed objectives remain valid. Should you desire any background material or discussion on the MBO's, please feel free to consult with [REDACTED] Chief, Management and Assessment Staff, DDA on extension [REDACTED]. We would be pleased to receive any reaction ADMAG may choose to give on this matter.

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3. I would offer for consideration for study by your group the following topics. You are free to pick and choose as you will, but I would appreciate your prioritizing them and also making any comments you see fit on both their relevancy and significance. I am deliberately listing them in a random order which does not reflect my own sense of priorities:

a. Within the Directorate of Administration what factors are best identified to measure morale?

b. Does a system of internal communications, from top to bottom, exist in each Directorate Office so that all members are kept abreast of all matters of general Agency, Directorate and Office interest?

c. From the perception of employees are Letters of Instruction (LOI) accomplishing a useful purpose? Should any part of the procedure be changed? Should the system of LOI's be discontinued?

d. What recommendations, reasonable to accomplish, would ADMAG make to increase Directorate morale?

e. What are ADMAG's comments on the following Agency-level objective as made to the Office of Management and Budget: "Improve the perceived status of personnel in service versus production or collection elements"?

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Att

Distribution:

Orig - Chairman, ADMAG w/att

1 - DDA Subject w/att (DDA 76-5205 - Memo to DDA Office Directors fr ADDA dtd 22 October 1976; MBO-FY-77)

1 - DDA Chrono w/o att

1 - DDA ADMAG File

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